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Personnel matters

Personnel matters

Report by the Director General

The present document provides information on personnel-related matters in the Secretariat, common system developments and amendments made to the staff rules and the schedules to the staff regulations, in line with staff regulations 13.3 and 13.4. The report complements the information provided in the *Annual Report of UNIDO 2022* (IDB.51/2 and its appendices). For cost saving purposes, annexes to the present report are included in a conference room paper (IDB.51/CRP.6), which is issued at the same time as the present document.

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Annexes

I. Salary scales for staff in the professional and higher categories effective 1 January 2023
II. Scale of pensionable remuneration for the professional and higher categories effective 1 February 2023
III. Salary scales for staff in the general service category effective 1 April 2022
IV. Salary scales for staff in the general service category effective 1 November 2022
V. Revised Appendix E (e) (i) (ii) effective 1 January 2022
VI. Revised Staff Rule 108.04 (d) issued 18 November 2022
VII. Revised Staff Rule 108.04 Parental leave effective 1 January 2023

For reasons of sustainability, this document has not been printed. Delegates are kindly requested to refer to electronic versions of all documents.



- VIII. Revised Staff Rule 103.10, 104.08, 106.02 issued 6 April 2023.
- IX. Revised Appendix M Staff Performance Appraisal System issued 6 April 2023.

I. Developments on personnel-related matters

Recruitment

1. Since October 2022, ten positions (two at the General Service category and eight at the Professional category), have been advertised (all externally) for recruitment under the 100 Series of staff rules. As of 28 April 2023, all ten positions are under recruitment process. The two General Service positions under the 100 series staff rules are project funded. Five out of eight Professional category positions are advertised through the Young Professional Programme. In 2022, four positions at the Professional category and one position at General Service category were filled through an Executive Decision by the Director General. Furthermore, two additional positions, one at the General Service category and one at the Professional category, were filled from a roster.
2. Since October 2022, 73 interns joined UNIDO (53 female and 20 male) from 29 countries. As per April 2023, there are 60 interns (43 female and 17 male) from 25 countries on board.
3. Since October 2022, eight new Junior Professional Officers (JPOs) joined UNIDO and two JPOs separated. Currently there are 17 JPOs on board (eight female and nine male), sponsored by six countries (Austria, China, Finland, Germany, Italy and Japan).

Implementation of the UNIDO Gender Parity Action Plan (2018–2023)

4. Gender parity, especially at senior Professional levels, will continue to be an area of focus, through external recruitments, training and development activities. In terms of the representation of women at the P-5 level, there was a slight improvement in 2022 compared to 2021, from 27.94 to 29.85 per cent. However, as of April 2023, the percentage will decrease to 27.27 per cent. As of April 2023, there are improvements in the representation of women at the lower levels when compared to 2022, including the P-3 level, from 35.29 to 36.99 per cent and at the P2 level, from 46.43 to 51.61 per cent. The overall representation of women in UNIDO is 42.46 per cent.

Addressing sexual harassment and protection against sexual exploitation and abuse within the organizations of the United Nations system

5. In 2022, UNIDO received one allegation of sexual harassment that was investigated by the Internal Oversight Unit and was found not substantiated. In 2022 UNIDO concluded the disciplinary process of an allegation received in 2020, which was deemed founded and led to the summary dismissal of the staff member.
6. Since 2018, UNIDO has followed the initiative of the Secretary-General to certify annually in a management letter that UNIDO reported all credible allegations of sexual exploitation and abuse in the Organization.

Extension of contracts

7. In 2022, UNIDO issued its policy on process governing the extension of fixed-term appointments beyond the normal retirement age (60 or 62). In line with staff rule 103.10 (c), recommendations for the extension of fixed-term appointments beyond the normal retirement age will be considered only if and when such extension is required by the imminent programmatic activities and needs of the Organization (e.g. due to specific expertise of the incumbent), subject to the other two criteria for extension, namely budget availability and satisfactory performance.

Performance Appraisal and Management

8. In 2023, UNIDO issued its new Framework for Performance Appraisal and Management as an integral part of the organizational reform introduced in 2022 and

updated respective Staff Rules, as shown in Annex VIII to the present document, including the Appendix M on Staff Performance Appraisal System (Annex IX). The new performance appraisal policy supports and reinforces a collaborative approach between a supervisor and supervisee for assigned deliverables and expected behaviours. It also focuses on continuous improvements through regular dialogue as well as organizational learning and developments.

Individual Service Agreements

9. In 2023, UNIDO issued the Framework for Individual Service Agreement that provides the main procedures for securing the services of such non-staff personnel.

II. Common system developments affecting UNIDO staff regulations and rules

Conditions of service applicable to the Professional and higher category

Salary scale for Professional and higher categories (schedule I to the staff regulations)

10. The concept of the base salary scale is set by reference to the salary scale of the federal civil service of the United States of America in Washington, D.C. Periodic adjustments are made on the basis of a comparison of net base salaries of United Nations officials with the corresponding salaries of their counterparts in the United States federal civil service, excluding any locality pay.

11. In its resolution 77/256 of 30 December 2022, the General Assembly approved, effective 1 January 2023, the new unified salary scale for staff in the Professional and higher categories, reflecting a 2.28 per cent increase (Annex I).

12. The revised salary scale was implemented on a “no-loss/no-gain” basis, including a corresponding reduction in the post adjustment multipliers for all duty stations. The cost of implementing the General Assembly’s resolution is covered by corresponding provisions in the UNIDO programme and budgets.

III. Matters related to the staff rules

Scale of pensionable remuneration for the Professional and higher categories (Appendix C to the staff rules)

13. In accordance with article 51 (b) of the Regulations of the United Nations Joint Staff Pension Fund (UNJSF), the scale of pensionable remuneration should be adjusted on the same date as the net remuneration amounts (base salary plus post adjustment) of officials in the Professional and higher categories in New York are adjusted.

14. With effect from 1 February 2023, the post adjustment multiplier for New York was revised from 69.9 to 80.5. Accordingly, the International Civil Service Commission (ICSC) promulgated the revised scales of pensionable remuneration effective 1 February 2023, as shown in Annex II to the present document. Sufficient financial coverage was included in the UNIDO programme and budgets 2022–2023.

Other human resources management policies, rules and administrative instructions

15. In its resolution 76/240 of 30 December 2021, the General Assembly decided to adjust the education grant declining reimbursement scale upward by 14 per cent and to increase the boarding lump sum to \$5,300 for implementation as from the academic

year in progress on 1 January 2022. As shown in Annex V to the present document, Appendix E (e) (i) (ii) was amended accordingly.

16. Staff Rule 108.04 (d) was issued on 18 November 2022, to adopt new provisions on time-off for nursing mothers, as shown in Annex VI to the present document.

17. In its resolution 77/256 of 30 December 2022, the General Assembly welcomed the establishment of the new parental leave framework, requested the Secretary-General to implement the framework in the Secretariat of the United Nations within existing resources exceptionally for the year 2023, and encouraged executive heads of other organizations to follow such practice.

18. Staff Rule 108.04 was amended to adopt new parental leave effective 1 January 2023, as shown in Annex VII.

IV. Action required by the Board

19. The Board may wish to take note of the information contained in the present document.
